



## CALIFORNIA EMERGENCY MANAGEMENT AGENCY

# GRANT MANAGEMENT MEMORANDUM

2010-07

---

**Date:** May 19, 2010

**To:** All California Emergency Management Agency Subgrantees

**From:** Homeland Security Grants Processing

**RE:** June 2010 Biannual Strategy Implementation Report (BSIR)/Fiscal Management Workshops

---

The California Emergency Management Agency (Cal EMA) will be conducting an additional BSIR Fiscal Workshop in Redding at the Shasta County OES, 2425 Breslauer Way, on June 3, 2010.

The workshops are intended for those new to grants management and anyone who can benefit from a BSIR overview. Cal EMA representatives will discuss reporting and technical requirements to help you prepare for the **BSIR deadline of July 23, 2010**.

The one-day training has two parts. Morning sessions focus on the Financial Management Forms Workbook (FMFW) and associated cash requests, funding advances, and project modifications.

Afternoon sessions provide instruction in Grants Reporting Tool (GRT) modules and tabs necessary to complete the BSIR for **FY06, FY07, FY08, and FY09**.

You will find attached our schedule of five workshops. We look forward to your participation.

- **RSVP in advance:** [christopher.sampang@calema.ca.gov](mailto:christopher.sampang@calema.ca.gov) 916-324-9313

For more information, contact:

- Rose Nguyen: [rose.h.nguyen@calema.ca.gov](mailto:rose.h.nguyen@calema.ca.gov) 916-322-2607
- Cal EMA Program Representatives

Sincerely,

John Isaacson Chief  
Grants Processing Branch